

## **Memorandum of Understanding - Draft**

Reviewed and revised by the Transition Project Advisory Committee May 19, 2005

### **Outline and Discussion points**

This MOU draft incorporates a rationale for formal collaboration and a menu of discussion items to be drawn from or added to as local needs and protocols require.

### **Menu Format**

The menu is divided into three areas of consideration: administrative issues, instruction and student services, and staff development. Any questions on definitions or intent may be directed to the project consultant.

### **Introduction & Rationale:**

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This agreement is a cooperative effort between the xxxxxxxxxx (College) and the xxxxxxxxxxxxxx (Adult Education Program) with the goal of assisting Maine adults secure greater economic opportunities by providing cost effective and attainable pathways to post secondary education.

Whereas, a growing number of Maine adults recognize the need to enter postsecondary institutions in order to improve their employability and workforce productivity; and

Whereas, many adult learners and high school graduates who desire to go to college lack the preparation or skills required for entry and success in academic courses at the postsecondary level; and

Whereas, adult and non traditional students often lack the financial or academic resources required for a transition to a college experience; and

Whereas, xxxx and xxxAE have a long history of collaboration in remedial, developmental or preparation courses and assessment of interested students; and

Whereas, both parties have specific areas of high effectiveness and specific activities which overlap and duplicate services;

Now, Therefore, in consideration of the premises and conditions contained herein, the parties enter into the following basic agreement:

## **Areas of Agreement:**

### **Administrative:**

1. To develop and implement a comprehensive and seamless referral system which will include but not be limited to a clear understanding of admission procedures and placement of incoming students.
2. To provide the adult education program collocation of activities at the college campus(es) or centers. *[ Recommended where and when possible, given distance and facilities ].*
3. To utilize a common data collection system to provide tracking and evaluation of program services.
4. To define and utilize assessment tools and appropriate score limitations for entry into academic programs or courses.
5. To develop joint marketing strategies to address and advance the transition initiative.
6. To establish a joint steering committee at the campus level and hold at least one meeting per semester to evaluate the status of the agreement and determine any necessary changes. (Define membership)

### **Instruction and Student Services:**

7. To articulate and jointly develop college transition courses addressing the placement requirements of academic courses at the college level.
8. To articulate and jointly offer college transition courses addressing the placement requirements of academic courses at the college level.
9. To incorporate the adult education offerings of college transition courses in the recommendations for attaining appropriate placement scores.

10. To establish and support a mentor or cohort system of informal counseling for the non traditional student.
11. To jointly address and service the needs of ESOL students in placement and course activity.

### **Staff Development**

12. To provide and prepare the adult education program and staff with appropriate assessment tools and training for the testing of adult education students.
13. To share professional expertise in scheduled regional staff development activities for administrative and instructional staff on a regular basis.

Signature Lines, both parties

Date

### Sources:

Collaborative Agreement Between University College of the University of Maine System and Maine Adult Education Association, April 2003

Maine Technical College System and Maine Adult Education Association Collaboration Agreement, 2003.

Community Partnerships for Adult Learning: Partnership Profiles (Kentucky), 2003.

Collaborative Agreement between Kennebec Valley Technical College and Fairfield Adult and Community Education Program, 2003.